

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

Four (4) Patient Financial Services Worker Positions

The goals of this program are to encourage, facilitate, and maximize improvement of the quality of psychiatric care at Countywide Resource Management (CRM) and other various levels of care to improve accountability and accessibility in a manner that ensures appropriate placement and use of services within the system of care. The Patient Financial Services Workers would be responsible for reporting and reconciling bed utilization and financial rates based on financial eligibility. In addition, these staff will be responsible for correcting data entry and notifying program staff of discrepancies in reporting. Primary duties and responsibilities of this role include:

- Complete required financial eligibility screening and data entry functions for CRM bed management system in IBHIS for over 1,750 acute inpatient (uninsured), and adult/older adult long-term institutional, crisis residential, intensive residential and supportive residential resources which includes analyzing financial and eligibility data for Medi-Cal and other payor source. On a daily basis, verify daily utilization of bed resources by confirming each client's payor source by determining eligibility for client's healthcare coverage and other billable resources, and assign associated provider bed rates via IBHIS Bed Control Management for the purpose of Client Services Information System (CSI) submission as required by the California Department of Mental Health.
- Document, check and track program utilization, prepare monthly utilization spreadsheets, and create daily reports to validate bed census for each client occupying over 1,750 beds.
- Prepare and reviews IBHIS Bed Control worklist for each client transfer to another treatment program, compile Residential Inpatient Charges Reports and make recommendations to bed control team of program modification and corrective action plans for a final posting as specified by the appropriate governmental agency.
- Assist in ascertaining the efficiency and effectiveness of the IBHIS Bed Control Management program and procedures. Collect, analyze, and interpret data relative to the work of IBHIS Bed Control Management.

Please note that this position does not have any direct client contact and candidates must be willing to work a 5/40 schedule Monday – Friday from either 8-4:30pm or 8:30-5pm. This position is located at the address listed below.

Interested individuals holding payroll title of Patient Financial Services Worker are encouraged to FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to **Kelly Chi**:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
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Los Angeles, CA 90020
FAX: (213) 637-5892
or
email: Kelly Chi at kchi@dmh.lacounty.gov**